

WEEKLY PROGRESS REPORT

NAME

Supervisor's Signature _____

LABORATORY TIME	
Time Allocation	
VACATION	
HOLIDAY	
SICK	
PERSONAL	
COMP TIME	
LEAVE W/O Pay	
COURT	
COURT TRAVEL	
QA/QC	

Week Ending

Drug Laboratory

*RUSH cases**

N/A=No Analysis Needed

Overtime	SUMMARY
	SAMPLES ASSIGNED
	SAMPLES COMPLETED
	SAMPLES IN BACKLOG

0

Total time out of lab	0.00
Total time in lab	37.50
Total overtime*	0.00

In Progress

Cases worked on OT					

Case#	Type	#														
																0